

Blue Grass Farmers' Market

MARKET GUIDELINES – 2008

Although members sell as individuals, the market is a cohesive unit and its success depends on the cooperation and joint effort of all the members as a whole for the good of everyone.

I. PARTICIPATION

A. The Farmers' Market is a member driven association of Kentucky growers of vegetables and other related agricultural and horticultural products; Kentucky producers of value-added items such as baked goods, pickles, jams, etc.; Kentucky crafts people; and any other category deemed acceptable to the membership.

B. Members must grow, harvest, or make all the products to be sold at their Market site.

1. Members agree to production site inspection(s), whether scheduled or not.
2. A high standard of quality and/or freshness is required for all products.
3. Board members will make up and/or appoint the farm inspections committee.

C. Members are expected to conform to the Bluegrass Farmers' Market statement of purposes as set forth in the by-laws and market guidelines and attend at least four (4) market days during the season to retain voting rights.

D. If a member is not able to attend the market, he/she may designate a representative to sell on his/her behalf with prior approval by the board.

E. Any member in good standing may act as a sales representative for another individual provided that so named individual is also a member of the market and is bound by the market rules and regulations. A member may act as sales representative for no more than three (3) other members.

F. All members must be a member of the **"Kentucky Proud"** program, and complete the **"KY GAP" (Good Agricultural Practices) training**.

G. Guest chefs, street musicians, 'entertainers', Master Gardeners, health professionals and those wishing to demonstrate uses for items available for purchase at the market will be encouraged to participate.

H. The Bluegrass Farmers' Market reserves the right to prohibit anyone from selling or displaying at the market.

II. ACCEPTABLE PRODUCTS

A. Products offered for sale must be in compliance with the guidelines for the sale at the Bluegrass Farmers' Market. The market is an outlet for Kentucky agricultural, horticultural, and craft products. **No items purchased for resale are permitted.**

1. All products, agricultural and horticultural, must have been grown or produced by the member and must be listed on each year's market application. With Board approval, items may be added during the growing season.
2. Product(s) may include but is not limited to plant sales including bedding, vegetable, herbs, flowers (indoor and outdoor), trees, shrubs, woody ornamentals and brambles if raised by the member and labeled appropriately.
3. Seed sales of heirloom or open-pollinated edible and ornamental plant varieties are allowed if the plants were raised and the seeds collected and/or processed by the member.
4. Member-produced foodstuffs and baked goods pursuant to all applicable laws.
5. Herb and seasoning mixes, preserves, and equivalents must actually be blended or produced by the member. The ingredients may be purchased or grown by the member pursuant to applicable laws.
6. Soaps, lotions, candles, etc. must be produced and packaged by the member. The ingredients may be purchased. They must be labeled according to FDA regulations if required.
7. Honeys, bee products, syrups and sorghums produced and packaged by or for the member, pursuant to applicable laws.
8. Value-added dried fruits, vegetables, herbs and mushrooms pursuant to applicable laws if they are grown/produced by the member.
9. Polished and cut stones and other craft materials (yarn, dried plants, 'driftwood', etc.) are allowed if produced or collected by the member.
10. Meat, eggs and dairy products must be processed and handled in a manner that meets all governmental regulations and you must have all appropriate licenses and certificates present at the market.

B. The acting market manager shall have the right to prohibit the sale of any unacceptable item(s).

C. Crafts are allowed IF:

1. Product materials are grown and/or collected by the member.
2. The materials are purchased, the craft must be so labeled. (#3 and #4 still apply)
3. All assembly or handcrafting is physically done by the member or under his direct supervision.
4. No imported nor domestic "finished" crafts or pre-assembled kits are allowed.

III. PERMITS, LABELING, AND INSURANCE

- A. All booths must display farm name and county.
- B. All products must be labeled with the variety and price, or this must be clearly posted.
- C. Knowledge and compliance with all regulations regarding the production, labeling display, and legal permits of all products at the Bluegrass Farmers' Market is the sole responsibility of the individual member.
- D. It is strongly recommended that all members carry product and liability insurance, especially for value-added products.

IV. MARKET MANAGER

- A. A market manager will be appointed for each market day, by the Board. In the absence of the market manager, a board member in attendance will serve as the market manager.
- B. The market manager will collect daily fees and give receipts. (It is suggested that these be paid on a monthly basis, using the provided 'accounting sheet'.)
- C. The market manager will make any on-site decisions relating to market management when the need arises. At the request of the membership, any such decisions are subject to review by the Board in a timely manner.

V. MARKET OPERATION

A. Sales tax must be collected as required by Kentucky State law. Kentucky's sales and use tax law requires tax collection on non-edibles such as crafts, plants and flowers. It is the sole responsibility of each member to obtain their own tax numbers and be familiar with what items are taxable, and to collect such taxes and forward them to the State Treasurer.

B. Processors of homemade foods such as pickles, baked goods, etc. must be in compliance with HB 391 and all Kentucky Department of Agriculture requirements, and assume sole responsibility for licensing, inspection, product liability insurance, etc. Attach copies of all permits and licenses with your application.

C. Fresh produce must be displayed at least 24 inches off the ground.

D. Product may be sold by the bunch, item, or legal weight measures. Scales must be certifiable by KDA.

VI. MARKET SITE

A. The market will be conducted in the parking lot of **Pedal the Planet** and **Fast Signs**, at 3450 Richmond Road, in Lexington, KY. The market will operate on Saturday mornings from 9:00 AM until 2:00 PM and on Tuesday afternoon from 3:00 PM until 6:00 PM. The opening day will be the third Saturday in April, (4/19/08) and the final market will be on the last market day in October, (10/28/08). Changes in the market location, days or times of operation may be made by two-thirds (2/3) vote of the members present, during the market session.

B. Layout of the market stalls will be determined by joint agreement of the Board of Directors and the property owners.

VII. STALL ALLOCATION

A. Number, size and location of stalls available at market site(s) will be determined by the board officers. Member operations may determine stall location. A member may occupy no more than two (2) stalls. Under special circumstances the market manager may allow a member to occupy additional stall spaces.

B. A daily stall fee of 4% of the day's total sales (rounded to the nearest dollar) will be charged to market participants, with a minimum payment of \$1.00. The payment may be made the following week.

